



**NIEHS**



# NIEHS Spring Awardee Meeting

Joseph Hughes, Director

Sharon D. Beard, Industrial Hygienist

Patricia Thompson, Program Analyst

Carolyn Mason, Grants Management Specialist

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# WETP Agenda

- Welcome
- NIEHS Update
  - Direct appropriation to NIEHS
  - Administrative/Technical Issues:
    - NIH Grants Management Update
    - Carryover Requests & Continuation Budgets
    - Progress Reports & WETP Data Management System
- Clearinghouse Update
- Concurrent Sessions
- Outreach/Marketing Panel
- Wrap Up -- Future Meetings

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## WETP Timeline

- **PI Guidance Letter -- May 11, 2001**
- **Input to WETP Data System -- May 18, 2001**
- **Submission of On-line & Hard Copy Progress Report and Continuation Budget -- July 1, 2001**
- **Revisions & Clarifications -- July 2001**
- **Determination of Continuation Funding Levels -- August 1, 2001**
- **Effective Date for Continuation Awards -- September 1, 2001**

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# FROM THE GRANT SIDE

**GRANT ISSUES**

**NIH UPDATE HIGHLIGHTS**

**BREAKOUT SESSION**

**NIH UPDATE**

**BUSINESS ISSUES**

**QUESTIONS**

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# GRANT ISSUES

- NOTICE OF GRANT AWARD
- TERMS OF AWARD  
PROVISIONAL  
RESTRICTIVE  
TERMS OF THE PREVIOUS AWARD

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# TERMS OF AWARD

## PROVISIONAL -

This award is issued provisionally pending receipt and acceptance of revised detailed information on the calculation of facilities and administrative costs. This information is to be submitted by October 31, 2000 to the Grants Management Specialist listed on the Notice of Grant Award. If this information is not received by October 31, 2000, this award may be subject to reevaluation and adjustment.

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# TERMS OF AWARD

## RESTRICTION -

This revised award provides a carryover of \$\_\_\_\_\_ (\$\_\_\_\_\_ in direct costs and \$\_\_\_\_\_ in associated facilities and administrative costs) from the \_\_\_\_\_ year to be used in the \_\_\_\_\_ year as requested in the grantees letter of \_\_\_\_\_. These funds are restricted for the purposes described in the previously cited letter and may not be used for any other purpose without the written prior approval of the National Institute of Environmental Health Sciences (NIEHS). Carryover funds have been provided as follows:

## WORKER EDUCATION & TRAINING PROGRAM



# TERMS OF AWARD

## PRIOR AWARDS TERMS -

**THE FOLLOWING TERMS AND  
CONDITIONS FROM THE PREVIOUS  
NOTICE OF GRANT AWARD ISSUED ON  
\_\_\_\_\_ ALSO APPLY TO THIS AWARD:**

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# FSR AND CARRYOVER

- **FINANCIAL STATUS REPORT (FSR)**
  - **DUE DATE**
  - **SIGNATURE REQUIREMENTS**
  - **FORM**
- **CARRYOVER**
  - **REQUEST RECEIPT DATE**
  - **RESTRICTIONS**

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# NIH UPDATE

## REVISED NIHGPS

- EFFECTIVE DATE - 03/01/2001
- AVAILABILITY - ON LINE ONLY
- REVISED PHS 398 & 2590 APPLICATION
- FSR SUBMISSION
- GUIDE NOTICE AND TRACKING

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# BREAKOUT SESSION

- NIH UPDATE ISSUES RELEVANT TO WETP
- BUSINESS ISSUES
  - CALCULATION OF F&A COSTS
  - PROGRAM INCOME
  - YOUR ISSUES

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## HELPFUL WEB SITES:

### Revised NIHGPS

[http://grants.nih.gov/grants/policy/nihgps\\_2001/](http://grants.nih.gov/grants/policy/nihgps_2001/)

### Guide Announcement on the Revised NIHGPS

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-01-015.html>

### Guide Announcement on Changes/Clarifications to the NIHGPS

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-01-026.html>

### Notice on FSRs

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-01-021.html>

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# QUESTIONS

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# Progress Report Submission

- General Progress Report Information
  - Instructions will be sent to PI & Business Officials.
  - **Paper and on-line reports** are required for both the progress report narrative and training data.
  - **Progress Report Abstract**- A summary of your overall activities and major accomplishments for each program component must be included.
  - **Supplements/Carryover Section** -Carryover is a supplement, therefore you must detail in this section your accomplishments related to use of carryover funds.
  - **Section II on Planning for Next Budget Period** must be completed. Example- **Unobligated funds**

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# Progress Report Submission

- Charts, graphs and other appendices
  - No attachments will be accepted via the WETP Data Management System
  - Text-based information only
    - Text should reference all charts, graphs and other appendices , i.e. name of chart or graph
  - All charts, graphs and other appendices must be submitted by email to [wetp@niehs.nih.gov](mailto:wetp@niehs.nih.gov) (instructions to follow)

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# Progress Report Submission

- Charts, graphs and appendices
  - One (1) word processing file and one (1) spreadsheet will be accepted for each grant.  
1 for EPA and 1 for DOE
  - Cover Page must be used
    - For each word file, all material in 1 file with a table of contents at beginning with section heading for each program, i.e., HWWTP, MWTP and BMWTP
    - Spreadsheets - 1 spreadsheet with worksheets on HWWTP, MWTP and BMWTP

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# Supplements

- Advanced Training Technologies
- Training for Brownfields Showcase Communities
- Outreach to Special Populations
- Superfund Jobs Training Initiative

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## Updates to the Grantee DMS

- Welcome Screen
- Menu Screen  **MODIFIED**
- Advanced Training Technologies  **NEW**
- Additional Information  **NEW**
- Date Modified  **NEW**

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## Updates to the Grantee DMS

- Output Demographic Data to Excel or Lotus for the MWT/BMWT 
- Course State/EPA Region 
- Curricula Catalog 

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# Welcome Screen



WORKER EDUCATION AND TRAINING PROGRAM  
Grantee Data Management System

Welcome WETP!

Select Budget Period: ☐ Budget Year 9/1/2000 - 8/31/2001

Login

DEADLINES

NEW  
COURSES

NEW  
INFORMATION

PROGRESS  
REPORT UPDATES

W O R K E R E D U C A T I O N & T R A I N I N G P R O G R A M



# Menu Screen

[Add/Edit 9/1/2000-8/31/2001 EPA Training Data]

[Add/Edit 9/1/2000-8/31/2001 EPA *Projected* Training Data]

[View 9/1/1998-8/31/1999 EPA Training Data - HTML Format]

[View 9/1/1998-8/31/1999 EPA Training Data - MS EXCEL Format]

[View 9/1/1999-8/31/2000 EPA Training Data - HTML Format]

[View 9/1/1999-8/31/2000 EPA Training Data - MS EXCEL Format]

[Edit your Profile]

[On-Line Help]

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# Three New Grid Fields

----- ENTER DATA -----

Awardee	Course State/EPA Region will appear	Worker State(s) - to select multiple states, press ctrl key.- OPTIONAL			
Sub1	CA	9	AK AL AR		
Date -- mm/dd/yyyy		Course-- For EPA courses, prior approval is required for each and every Lead and Asbestos Course.		ATT?	Crse Hrs
03	05	2001	212-Fire Watch	N	8
Additional Information		Total Workers			
Code 451		25			
<div>ADD</div>					

1

2

3


	Awardee	CrseState	Date	Course	ATT	Hours	Wrkrs	Total Hrs	Additional Information	Date Modified
1	Sub1	CA	03/05/2001	212-Fire Watch	N	8	25	200	Code 451	04/10/2001

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# Output Demographic Data

WETP  
MWT Student Data  
September 1, 2000 -- August 31, 2001



COMP. STUDENT DATA
OUTPUT DATA - html
OUTPUT DATA - to an Excel or Lotus spreadsheet
BACK
HOME

Please enter individual student data into the gray form. The data you have entered will appear in the yellow grid.  
To edit a record, click on the desired row in the yellow grid. For more information on entering data, please see Instructions.

Student Number			
<input type="text" value="3"/>			
Age	Race	Sex	Education
<input type="text" value="18"/>	<input type="text" value="Black"/>	<input type="text" value="M"/>	<input type="text" value="HS DIPLOMA"/>
Employed	Un/Underemployed	Superfund site	Which site?
<input type="text" value="Y"/>	<input type="text" value="UN"/>	<input type="text" value="N"/>	<input type="text"/>
Type of Work	If Other, please specify.		
<input type="text" value="Environmental"/>	<input type="text"/>		
<input type="button" value="Add"/>			

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**4/17/01**

# Course State/EPA Region

**----- ENTER DATA -----**

<b>Awardee</b>	<b>Course State/EPA Region will appear</b>	<b>Worker State(s) - to select multiple states, press ctrl key. - OPTIONAL</b>			
Sub1	Other	0	AK		
			AL		
			AR		
<b>Date -- mm/dd</b>	<b>Course</b> -- For EPA courses, prior approval is required for each and every Lead and Asbestos Course.	<b>ATT?</b>	<b>Crse Hrs</b>	<b>Total Workers</b>	
04 / 10	101-Basic Superfund Site Worker	N	40	30	
<b>Additional Info</b>					
	<b>ADD</b>				

## WORKER EDUCATION & TRAINING PROGRAM







## WETP Curricula Update

- New Online Curricula Catalog will be available as of May 18, 2001
- Updating of all existing curricula info will be included in the Progress Report
- All curricula catalog information must be input to the DMS by July 1, 2001
- Digital submission of the curricula will be handled by the Clearinghouse

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# NIEHS Curricula Catalog

- + Browse Table of Contents
  - [Browse by Course Category](#)
  - [Browse by Grantee/Training Provider](#)
  - [Browse by Title](#)
  - [Browse by Program](#)
  - [Browse by Language](#)
- + [Search Curricula](#)
- + [Admin](#)

*NOTE: The "Admin" option requires a User-ID and password.*

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# Course Add/Edit Options

Add New Course			
<u>Active</u>	<u>Number</u>	<u>Course Title / Type of Course</u>	<u>Material</u>
YES	<a href="#"><u>101-101</u></a> AKA 101-01	<i>Health and Safety Training Course for Hazardous Waste Workers</i> Basic Superfund Site Worker	<a href="#"><u>Edit</u></a>
YES	<a href="#"><u>102-101</u></a> AKA 101-02	<i>Health and Safety Training Course for Hazardous Waste Workers</i> Site Worker Refresher	<a href="#"><u>Edit</u></a>
YES	<a href="#"><u>102-103</u></a> AKA 103-02	<i>Health and Safety Refresher for Hazardous Waste Workers</i> Site Worker Refresher	<a href="#"><u>Edit</u></a>
YES	<a href="#"><u>104-101</u></a> AKA 101-04	<i>Health and Safety Training Course for Hazardous Waste Workers</i> Site Supervisor Basic	<a href="#"><u>Edit</u></a>

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# Curricula

Edit Course	
<i>Required entries noted with *.</i>	
<b>Active:</b>	<input checked="" type="checkbox"/>
<b>Course Title*:</b> (Title limited to 255 characters)	Health and Safety Training Course for Hazardous Waste Workers
<b>Type of Course*:</b>	101 - Basic Superfund Site Worker
<b>Description:</b>	Emphasis is placed on worker rights, emergency planning, decontamination and personal protective equipment (PPE). Air monitoring and a field activity, which encompasses all course topics, are also emphasized. "Hands-on" activities take up approximately 2 1/2 days of the
<b>Training Provider*:</b>	101 - UCLA-Labor Occupational Safety & Health Program
<b>Instructor Quals:</b>	The course uses one regular full-time instructor, permanent staff and three consultants. The instructors should have formal education and/or industrial hygiene experience. At least two instructors should have hazardous waste experience.

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# Course Material

Course No. 101-101

Basic Superfund Site Worker/Health and Safety Training Course for Hazardous Waste Workers  
AKA 101-01

Add New Item							
Edit Item	Material Type	Title/Description					
<u>1</u>	Interactive CD	Hazardous Waste Workbook: Health and Safety Train Hazardous Waste Workbook: Health and Safety Training for Hazardous Waste Site Workers: STUDENT HANDBOOK					
Active	Part No.	Edition/ Pub Date	Size	Price	Material Provided By	Total On-Hand	Storage Location
YES	a	4/1/95	532 pp.	\$88.56	Clearinghouse	1	N/A
Notes: N/A							
Edit Item	Material Type	Title/Description					
<u>2</u>	Interactive CD	40-Hour HAZWOPER: INSTRUCTOR MANUAL 40-Hour HAZWOPER: INSTRUCTOR MANUAL					
Active	Part No.	Edition/ Pub Date	Size	Price	Material Provided By	Total On-Hand	Storage Location
NO	b	8/96	352 pp.	\$0.00	Clearinghouse	1	N/A
Notes: N/A							

**WORKER EDUCATION & TRAINING PROGRAM**



# QUESTIONS?

## Data Submission Questions

- **Patricia Thompson**

phone: 919-541-0117

email: [thompso2@niehs.nih.gov](mailto:thompso2@niehs.nih.gov)

## Technical Problems or Questions

- **Lynn Albert**

phone: 919-941-6547

email: [albert@niehs.nih.gov](mailto:albert@niehs.nih.gov)





## Other Related Meetings

- **AIHCE 2001** -American Industrial Hygiene Conference & Exposition in New Orleans, LA on June 2-7
- **JETT\*CON2001** in Baltimore, MD on July 16-18
- **Brownfields 2001** in Chicago, IL on September 24-26
- **129th APHA Annual Meeting** ~ One World: Global Health in Atlanta, GA on October 21-25
- **NIEHS WETP Awardee Meeting** in Research Triangle Park on November 1-2





# Summary

- Exciting 3 days of Meetings and Best Practices Workshop
- Meet and interact with other groups
- Thanks to the Clearinghouse, DePaul and NIEHS Staff
- Enjoy Chicago!!!!

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